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**From:** O'Brien, Elisabeth (DPH)  
**Sent:** Monday, January 10, 2011 2:02 PM  
**To:** Nassif, Julianne (DPH); Salemi, Charles (DPH); Hanchett, James (DPH)  
**Subject:** RE: Overtime

Great news, is this effective immediately?

*Elisabeth O'Brien  
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**From:** Nassif, Julianne (DPH)  
**Sent:** Monday, January 10, 2011 1:58 PM  
**To:** Salemi, Charles (DPH); O'Brien, Elisabeth (DPH); Hanchett, James (DPH)  
**Subject:** Overtime

Hello,

I have just been notified by the budget office that there is OT money available on the State Laboratory account due to vacancy savings. This funding is available to analytical, supervisory and administrative staff to process, analyze and report samples. Preparation of discovery packages for court is also an acceptable use of this funding. Overtime may be used after regular hours or on weekends with your permission. We must have a minimum of 2 individuals in the laboratory at all times.

Please develop an overtime plan each week for your respective laboratories and monitor employee output to prevent employee burnout and/or abuse.

Thanks, Julie

*Julianne Nassif*  
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